

CERTIFICATION OF PUBLICATION

CITY OF BALTIMORE OFFICE OF BOARDS AND COMMISSIONS PUBLIC NOTICE PROCUREMENT OF CONSULTANT SERVICES

PROJECT #951 – ON-CALL LANDSCAPE ARCHITECTURAL DESIGN SERVICES – DEPARTMENT OF RECREATION AND PARKS

The Department of Recreation and Parks wishes to advertise for two (2) landscape architectural design consultants to provide on-call services for the City of Baltimore. The work will include planning, design and preparation of construction documents necessary for the renovations and improvements of various City park buildings, recreational facilities and other miscellaneous projects.

The consultant firms must demonstrate:

- Experience in design of park and open spaces in an urban setting.
- Experience in public gardens, including low maintenance and native landscaping.
- Experience in renovation of existing park structures with sensitivity to historic forms and context.
- Experience in community based planning and design.

Each contract will be limited to an overall upset fee of \$500,000. Contract duration for the start of new work tasks will be three years or until the upset fee is reached, whichever comes first; however, projects started within the three year period may continue beyond the three year time frame until completion.

The contact person for this project is Ms. Mary Porter (410-396-0690).

Firms interested in submitting a proposal for this Project shall address a “Letter of Interest” to the Office of Boards and Commissions, Room 601 Charles L. Benton, Jr. Building, 417 East Fayette Street, Baltimore, Maryland 21202 (FAX (410) 625-4667).

Each prime consultant applying for this Project will be required to complete and submit an original Federal Form 255, along with **five (5)** copies, to the Office of Boards and Commissions. The Federal Form 255 and the five copies must be submitted on or before 12:00 P.M. (Noon) on 7-30-03. Submittals may not be accepted after this deadline.

All architectural, engineering, and surveying firms listed in the specific proposal for the Project must be prequalified by the Office of Boards and Commissions for each applicable discipline at time of submittal for this Project.

It is the policy of the City of Baltimore to promote equal business opportunity in the City's contracting process. Pursuant to Article 5, Subtitle 28 of Baltimore City Code (2000 Edition) – Minority and Women's Business Program, Minority Business Enterprise (MBE) and Women's Business Enterprise (WBE) participation goals apply to this contract.

The MBE goal is 13%

The WBE goal is 4%

Both the proposed Minority and Women's Business Enterprise firms must be named and identified as an MBE or WBE within Item 6 of the Standard Form (SF) 255 in the spaces provided for identifying outside key consultants/associates anticipated for utilization for this project.

Any submittals that do not include the proper MBE/WBE (in some instances DBE) participation will be disapproved for further consideration for this project.

Verifying Certification

Each firm submitting a SF 255 for consideration for a project is responsible for verifying that all MBEs and WBEs to be utilized on the project are certified by the Minority and Women's Business Opportunity Office (MWBOO) prior to submitting the proposal. A directory of certified MBEs and WBEs is available from MWBOO. Since changes to the directory occur daily, firms submitting SF 255s should call MWBOO at (410) 396-4355 to verify certification, expiration dates and services that the MBE or WBE is certified to provide.

Non-Affiliation

A firm submitting a proposal may not use an MBE or WBE to meet a contract goal if:

1. The firm has a financial interest in the MBE or WBE
2. The firm has an interest in the ownership or control of the MBE or WBE
3. The firm is significantly involved in the operation of the MBE or WBE (Article 5 subtitle 28-41).

A firm submitting as a prime consultant that fails to comply with the requirements of Article 5, Subtitle 28 of Baltimore City Code when executing a contract is subject to the following penalties: suspension of a contract; withholding of funds; rescission of contract based on material breach; disqualification as a consultant from eligibility to provide services to the City for a period not to exceed 2 years; and payment for damages incurred by the City.

A resume for each person listed as key personnel and/or specialist, including those from MBE and WBE must be shown on the page provided within the application.

Please be advised that for the purpose of reviewing price proposals and invoices, the City of Baltimore defines a principal of a firm as follows:

A "Principal" is any individual owner, partner of a partnership, shareholder of a Sub-Chapter "S" Corporation, or an officer/director of any Corporation.

Out-of-State Corporations must identify their corporate resident agent within the application.

Firms will not be considered for a specific project if they apply as both a sub-consultant and prime consultant.

The applications for this Project (Form 255) cannot be supplemented with any additional information such as graphs, photographs, organizational chart, etc. Applications should simply be stapled in the upper left-hand corner. Cover sheets should not be included. Inclusion and/or submittal of additional material may result in the applicant being disqualified from consideration for this project.

Failure to follow directions of this advertisement or the application may cause disqualification of the submittal.

Robert B. MacLeod
Executive Secretary

Issue of: 7-16-2003

Afro-American
Baltimore Sun
Daily Record
The Baltimore Times